FY12 Perkins Continuation Grant: Request for Budget Adjustment
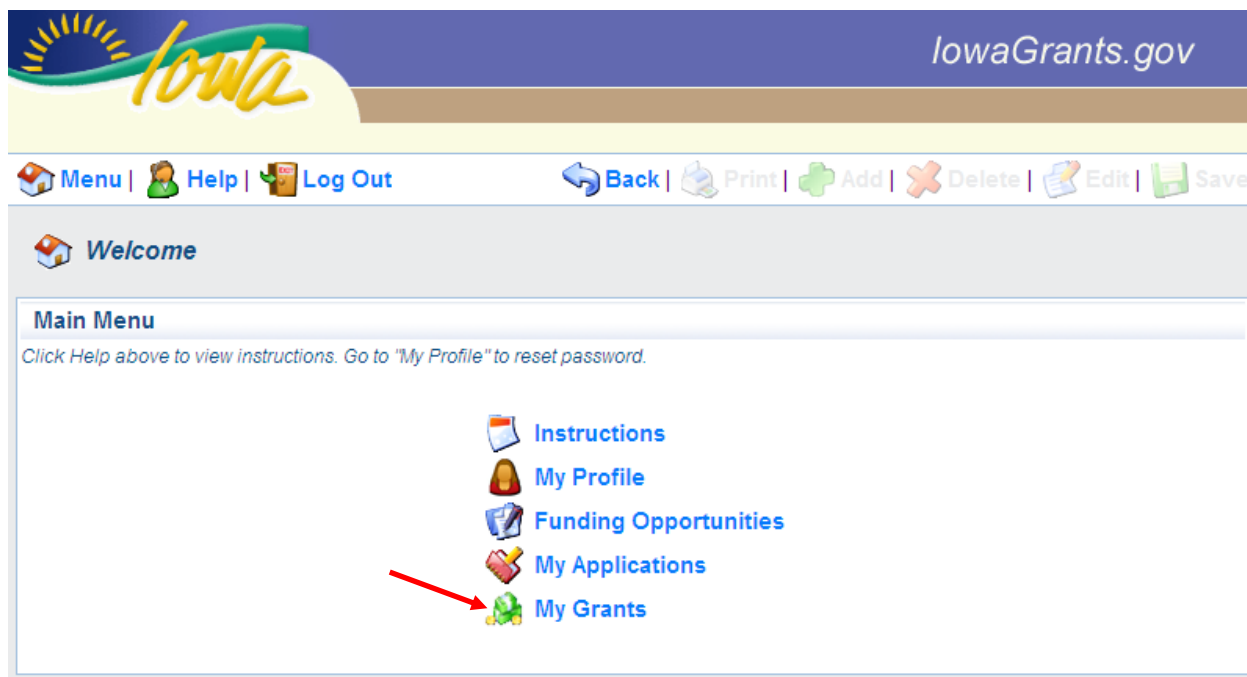## November 2011

1) Log in to www.iowagrants.gov.
   a. Access your account by selecting the "Returning Users Sign in Here" link.
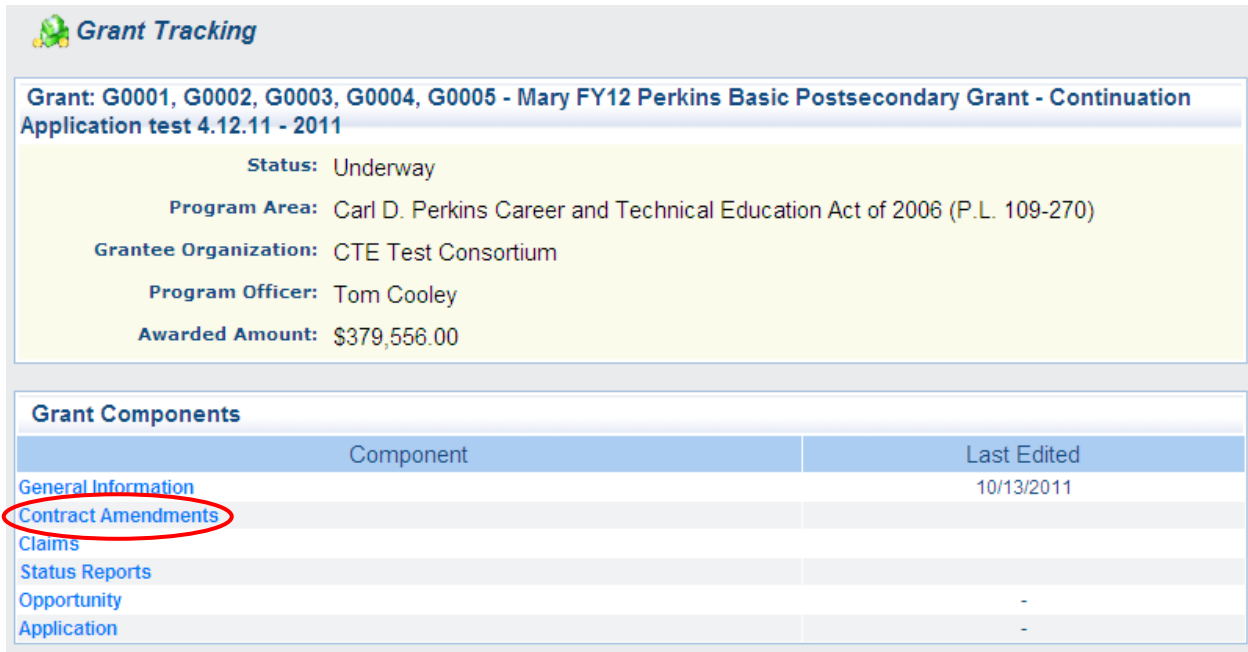
2) From the Main Menu, select "My Grants"

3) You will see a list of your approved grants that are currently underway. Select the name of the grant for which you wish to submit a budget adjustment.

4) The screen that opens (shown below) will list several available components. Select the "Contract Amendments" link.
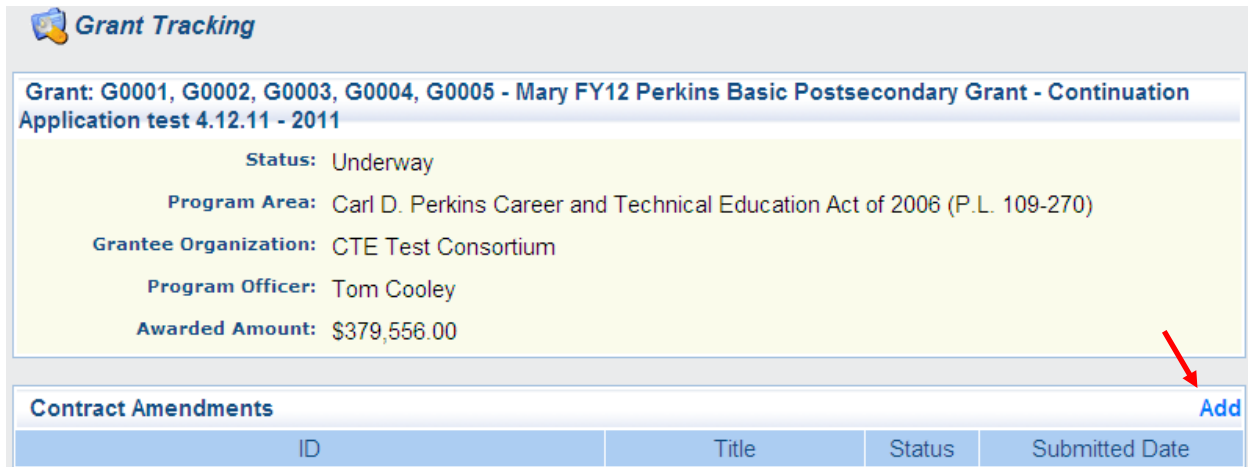
5) Once the Contract Amendment screen opens, select the "Add" link.
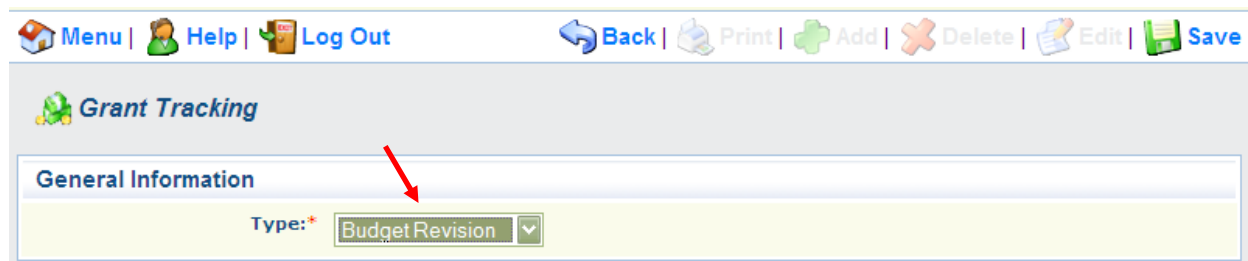
6) Using the drop down menu, select "Budget Revision" as the type, then select "Save."

7) After the "type" is saved, you'll see a screen similar to the one shown below. Select the "Return to Components" link.
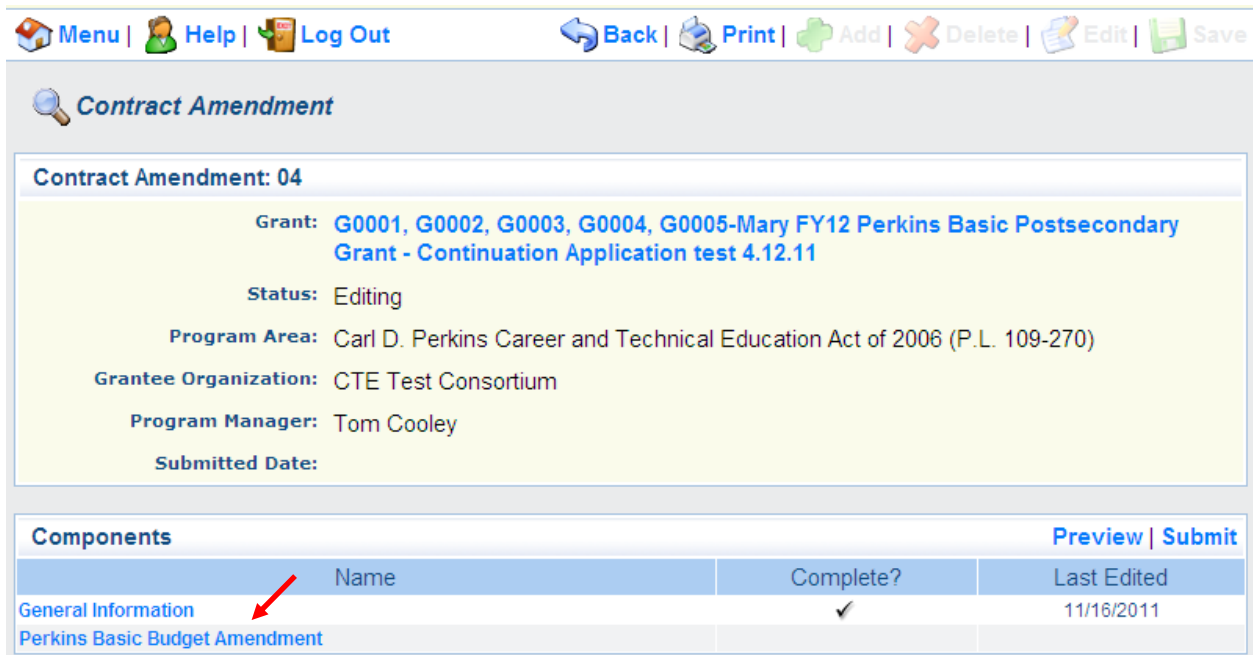
8) The components list shows the forms that comprise the budget adjustment submission. To view/complete a form, select its name. Note the "General Information" form is already marked as "complete." This form is populated with previously entered data, thus no edits are needed. Select the "Perkins Basic Budget Amendment" form.

9) The "Perkins Basic Budget Amendment" form is used to enter details regarding the requested adjustment. Note <u>this is a two-part form</u>: (a) the budget line items being changed and (b) the rationale for the change. To access a budget line item entry screen, select "Add" within the Budget Line Item Adjustments bar (this must be repeated for each line item). To access the rationale entry screen select "Edit" at the top of the page.

T. Cooley, November 2011

9a) The entry screen for the line item adjustment is shown below (reminder: to access this part of the form, select "Add" within the Budget Line Item Adjustments bar). Once an entry is completed, select "Save" at the top of the screen.

Information regarding each line item being adjusted must be entered and saved separately. Also, the total adjustments must be in balance; an increase in one line item must be offset by a reduction of the same amount in other items. For example, if you would like to change the budget from $0.00 for R-1 and $5,000.00 for R-3 to $1,000.00 to R-1 and $4,000 to R-3, two entries would be made:

Once each entry has been entered and saved, the Budget Line Adjustments section would appear as follows. Note the original and amended budget totals are in balance.

If changes are needed to a saved entry, select the link to that entry within the Budget Line Item column.

9b) The entry screen for the rationale section is shown below (reminder: to access this part of the form, select "Edit" at the top of the page). Once the entry is completed, select "Save" at the top of the screen.

Rationale

Rationale for Requested Amendment*	

Provide a brief rationale for the requested budget adjustment(s).

Return to Top

10) Once the budget line item adjustments and rationale sections have been finished, select "Mark as Complete."

Instructions

Enter information regarding the requested adjustment to the Perkins Continuation Grant budget. **Note: This is a two-part form; follow the instructions carefully!**

Complete the "Budget Line Item Adjustments" section by selecting the blue "Add" link for that section and following the related directions. **Each addition or reduction for a given line item must be offset by a corresponding reduction or increase in another line item or item(s).**

To enter information for the "Rationale" section, select "Edit" at the top of the screen. Once information is entered, select "Save."

Once the budget adjustment and rationale sections have been completed, select the "Mark as Complete" link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments   Mark as Complete | Return to Components | Add

Budget Line Item to be Changed	Original Budget Amount	Amended Budget Amount
R-1 (strengthen academic and career and technical skills)	$0.00	$1,000.00
R-3 (all aspects of an industry)	$5,000.00	$4,000.00
	$5,000.00	$5,000.00

Rationale

Rationale for Requested Amendment	The district was able to participate in a Math in CTE partnership. This was not anticipated when the original budget was submitted.

Provide a brief rationale for the requested budget adjustment(s).

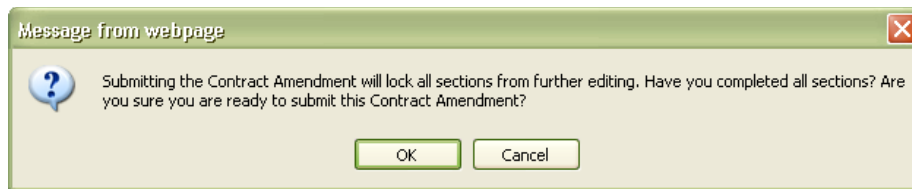Last Edited By: Thomas Cooley, 11/17/2011

11) Select "Submit." A pop up message will appear; select "OK" to finish the submission or "Cancel" to make additional edits.

Components   Preview | Submit

Name	Complete?	Last Edited
General Information	✓	11/15/2011
Perkins Basic Budget Amendment	✓	11/17/2011

6

After submission, a confirmation screen will show:

T. Cooley, November 2011